

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



****LATERAL REASSIGNMENT OPPORTUNITY****

ENTERPRISE SERVICES ANALYST

SALARY RANGE: \$49,263.43 - \$92,011.89
(Ranges 20 - 26)

WORKWEEK: 35 hour workweek

POSTING PERIOD FROM: January 5, 2015

TO: January 19, 2015

OPEN TO: Unit Scope:

Division Wide

DIVISION/LOCATION:

Department Wide (open to Treasury employees)

Division of Revenue and Enterprise Services
Processing Operations
200 Woolverton St.
Trenton, NJ 08608

State Wide (all Departments/State employees)

JOB DESCRIPTION:

Under the direction of the Assistant Director for Processing Operations, acts as a liaison for processing clients; analyzes procedures for technical, substantive, accurate and inclusive data transmissions; leads and coordinates the implementation of newly acquired document processing; analyzes workflow problems and helps develop solutions; provides assistance or direction to operational units and/or client agencies looking to streamline paper based processes; serves as a conduit between client agencies and the Processing Operations team; documents procedural information and develops client specific processing manuals.

REQUIREMENTS: Open to full-time employees who have permanent status in a competitive title in the salary ranges listed below:

Salary Ranges 20 - 26

NOTE: Candidates should possess strong communication, analytical and project management skills.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 p.m. (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: ENTERPRISE SERVICES ANALYST)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer